

<b>T0:</b> Records Administration Branch 702 Magazine Building	<b>FROM:</b> (DIRECTORATE AND OFFICE) Office of the DDI
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SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	12
2 Drawer (free standing)	15
4 Drawer (correspondence)	43
5 Drawer (correspondence)	16
All purpose (with doors)	
Map and Plan File	
Kardex ( _____ Slides)	
- Drawer Card ( _____ size card; _____ inches per drawer)	
- Drawer Card ( _____ size card; _____ inches per drawer)	
OTHER (describe)	

  

CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	
5 Drawer (correspondence)	1
Map Cabinet Sections	
Map and Plan File	
Kardex ( _____ Slides)	
Safe-T-Stack Units	
- Drawer Card ( _____ size card; _____ inches per drawer)	
- Drawer Card ( _____ size card; _____ inches per drawer)	
OTHER (describe)	
Supply Cabinet - double door	2

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections	30	Varies		$\frac{30}{4/122}$	305
Tape shelves					
Conserv-A-File (roll out units)	30 36	(2) (5)	2 5	4 25	(10) (75)
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					

## REMARKS:

Include number of secure and vault areas in which records are stored 1\*

\*Vault in 7E44 - contains 5 conserva-file rollout units 36" and 2 safes. All are included in the equipment figures.

11 July 1973

DATE

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11 July 1973

ODDI (Excluding IRS and COMIREX)

FLOOR SPACE UTILIZED BY FILING EQUIPMENT

<u>No.</u>	<u>Equipment</u>	<u>Floor Space Sq. Ft. *</u>
74	Safes x10 sqft	740
2	Conserva-File Rollout-30" x10.7 sqft	21.4
5	Conserva-File Rollout-36" x12.7 SqFt	63.5
24	Shelving-Stationary-30" x6.25 SqFt	<u>150.0</u> ?
Total		974.9

\*Figures presented as instructed with comment that all this space cannot be considered as unavailable for additional use.

Note: Have not included in this report under-the-desk safes nor bookcase shelves located off the floor. They have, however, been included in the Equipment Inventory Report.

T0: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE)  DDI/OBGI	
SAFES		SQUARE FEET	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)		0	85 -4
2 Drawer (free standing)		240	24 +2
4 Drawer (correspondence)		1160	116 -10
5 Drawer (correspondence)			
All purpose (with doors)			
Map and Plan File (Tubs) Upright		29	2 -2
Kardex (____ Slides)			
5 - Drawer Card ( 5X8 size card; 60 inches per drawer)		39	3
- Drawer Card (____ size card; _____ inches per drawer)			
OTHER (describe)			
Map and Chart Safe Safe		14	1 +1
CABINETS			TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)		117	13 +5
5 Drawer (correspondence)		1,246	138 -6
Map Cabinet Sections		8,251	1117 -296
Map and Plan File			
Kardex ( 16 Slides)			1
Safe-T-Stack Units			
10 - Drawer Card ( 3 X 5 size card; 48 inches per drawer)		149	26 +2
9 - Drawer Card ( 3 X 5 size card; 52 inches per drawer)		200	35 +6
OTHER (describe) 7- Drawer Card (5 X 8) 48 inches per drawer		9	1
3- Drawer Cabinet (chart)		77	7
15-Drawer Card (3 X 5) 17 inches per drawer		11	3
20- Drawer Card (4 X 6) 28 inches per drawer		34	4

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN CUBIC FT.
		SECTIONS	SHELVES HIGH		
Correspondence type	36	76		697	795
Library type	36	215		2314	2085
Book Case Sections	33	138		424	822
Tape shelves	36	2		8	15
Conserv-A-File (roll out units)					
Conserv-A-File-V (side roll)	144	14	7	84	102
Elevator (power files)					
Add-A-Shelf	34	80		699	469
Movable Shelves (manual)	36	5	8	128	72
Movable Shelves (motorized)					
CARD SHELVES (____ size card; ____ ins per dr)					
OTHER (describe)					
Atlas, Guidebook & Gazetteer Shelving	34	38		494	650
Wall Map Racks	82	3			79

## REMARKS:

Include number of secure and vault areas in which records are stored 14 +2

STATINTL

29 June 1973

DATE